

## Requirements Comparison for IT Goods and Services Competitive Solicitations

	Item	Informal Solicitations Valued at \$100,000.00 and Under	Informal Solicitations Valued Over \$100,000.00 to \$500,000.00	Formal Solicitations Valued at Over \$500,000.00
1.	Non-competitively Bid Contract	\$25,000.00 or less	Not allowed.	Not allowed.
2.	Advertise in the California State Contracts Register	Required for transactions with IT services \$5,000.00 and over. Not required for IT goods, but recommended for appropriate transactions	Required.	Required.
3.	Bidder Instructions (GSPD-451)	Required for written solicitations \$5,000 and over	Required.	Required.
4.	General Provisions (GSPD-401)	Required for transactions \$5,000 and over. Recommended for transactions under \$5,000.	Required.	Required.
5.	Posting of the solicitation	Not required	A copy of the solicitation must be posted in a public place when issued, and must remain posted until 7 days after award is made.	A copy of the solicitation must be posted in a public place when issued, and must remain posted until 7 days after award is made.
6.	Required number of offers/bids that must be received	Responsive bids from at least two responsible suppliers, unless advertised.	One, with verification in accordance with the requirements and recommended practices in PAM Chapter 4.	One, with verification in accordance with the requirements and recommended practices in PAM Chapter 4.
7.	Solicitation Method	Oral or written	Must be written with sealed bids required to be submitted.	Must be written with sealed bids required to be submitted.
8.	Bid or Proposal due date	Upon oral contact or shortly thereafter; as specified in the written solicitation	Specific time and place as specified in the written solicitation. Bids received after the bid submission date and time may not be considered (non-responsive).	Specific time and place as specified in the written solicitation. Bids received after the bid submission date and time may not be considered (non-responsive).
9.	Confidentiality of bids	Held in confidence until the purchase document is executed.	Confidential until the notice of intent to award is posted.	Confidential until the notice of intent to award is posted.
10.	Public bid opening	Not required.	Not required.	Not required.
11.	Posting of the notice of intent to award	Not required	Must be posted for 5 working days prior to award.	Must be posted for 5 working days prior to award.
12.	Public inspection	Not required.	Department must make solicitation files available once the notice of intent to award is posted.	Department must make solicitation files available once the notice of intent to award is posted.
13.	Protests of award	Not required.	Department must allow for a protest period that allows any supplier to protest the solicitation requirements and for any bidder to protest the intent to award.	Department must allow for a protest period that allows any supplier to protest the solicitation requirements and for any bidder to protest the intent to award.
14.	Payment by CAL-Card	Allowed if included in the procurement agreement document.	Allowed if included in the procurement agreement document.	Not Allowed
15.	Small business preference (Solicitation is <u>not</u> conducted as an SB/DVBE Option pursuant to GC 14838.5)	Required.	Required.	Required.
16.	Target Area Contract Preference Act (TACPA)	Recommended for solicitations valued at \$85,000.00 and over.	Required.	Required.
17.	Enterprise Zone Act (EZA)	Recommended for solicitations valued at \$85,000.00 and over.	Required.	Required.
18.	Local Agency Military Base Recovery Act (LAMBRA)	Recommended for solicitations valued at \$85,000.00 and over.	Required.	Required.
19.	Combined Preferences	The total of all preferences combined may not exceed \$100,000.00.	The total of all preferences combined may not exceed \$100,000.00.	The total of all combined preferences may not exceed \$100,000.00
20.	Verification of whether supplier is an air or water polluter.	Not Required	Not Required	Not Required.
21.	GS Mart® Lease \$Mart®	Does not apply	Optional when the transaction is valued at \$100,000.00 and over.	Optional when the transaction is valued at \$100,000.00 and over.